

Position No. / Position Title

FSN# 2012/04 (T) / Voucher Examiner (PSU)

FSN# 2012/04 / Voucher Examiner (PSU)

FSN# 2012/75 / Investigative Specialist

FSN# 2012/76 / Chauffeur

FSN# 2012/78 / Political Specialist

FSN# 2012/85 (T) / Motor Pool Supervisor

FSN# 2012/85 / Motor Pool Supervisor

FSN# 2012/89 / Program Manager

FSN# 2012/90 (T) / Human Resources Specialist (CBEP)

FSN# 2012/90 / Human Resources Specialist (CBEP)

FSN# 2012/91 / Administrative Assistant (2 positions)

FSN# 2012/92 (T) / Warehouse Clerk

FSN# 2012/92 / Warehouse Clerk

FSN# 2012/01 (T) / A.I.D. Project Management Specialist (Malaria)

FSN# 2012/01 / A.I.D. Project Management Specialist (Malaria)

FSN# 2012/88 (T) / Accounting Technician (2 positions)

FSN# 2012/88 / Accounting Technician (2 positions)

FSN# 2012/04 (T)
Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-7; FP-7 (Trainee)

OPENING DATE: September 7, 2012

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Not Ordinarily Resident (NOR): USD 39,994 per annum (minimum starting salary)
(Position Grade: FP-7 to be confirmed by Washington)

Ordinarily Resident (OR): THB 480,033 per annum (minimum starting salary)
(Position Grade: FSN-7)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Two years post secondary study at College or University (High Vocational School or equivalent);

(2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

(3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered).

PLEASE ATTACH A COPY OF TRANSCRIPT.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov

** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.**

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/04

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-8; FP-6

OPENING DATE: September 7, 2012

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Not Ordinarily Resident (NOR): USD 44,737 per annum (minimum starting salary)
(Position Grade: FP-6 to be confirmed by Washington)

Ordinarily Resident (OR): THB 574,907 per annum (minimum starting salary)
(Position Grade: FSN-8)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Two years post secondary study at College or University (High Vocational School or equivalent);

(2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

(3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

(4) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook and USAID's ADS.

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SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/75

Investigative Specialist

OPEN TO: All Interested Candidates

POSITION: Investigative Specialist, FSN-10; FP-5 (Step 5 thru 14)

(Management may staff the employee at a developmental level, FSN-9 or FP-5 (Step 1 thru 4), depending on the qualifications of the selected candidate)

OPENING DATE: July 20, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14)

Ordinarily Resident (OR): FSN-10, THB 760,852 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Investigative Specialist in its U.S. Secret Service (USSS) located Millennia Building, Soi Laungsuan, Bangkok.

BASIC FUNCTION OF POSITION:

Conduct complex investigations in Thailand, Indonesia, Malaysia, Cambodia, Laos, Myanmar, Vietnam, East Timor and Singapore concerning criminal investigations regarding financial crimes, to include but not limited to counterfeit U.S. currency, credit card fraud, internet fraud and bank fraud. Maintain close liaison with high level government officials from the countries listed above. Conduct physical and advance protective functions throughout Thailand. Serve as an interpreter for USSS personnel, to include the translation of testimony in Thai criminal court.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in Political science, Law, Liberal Arts, Social Science, Business Administration, Economic, Management or Law Enforcement;

(2) At least five years of progressively responsible experience in criminal, fraud, personnel security and/or counterintelligence investigations with police, military, or private agency in Thailand, or with a U.S. government agency;

(3) Must be knowledgeable in protective techniques and is subject to the hazards associated with such assignments;

(4) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

(5) Must have a valid Thai driver's license (must provide a copy of valid Thai driver's license with application).

PLEASE ATTACH A COPY OF TRANSCRIPT.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/76

Chauffeur

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-3; FP-BB

OPENING DATE: September 7, 2012

CLOSING DATE: September 20, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Not Ordinarily Resident (NOR): FP-BB

Ordinarily Resident (OR): FSN-3, THB 219,568 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its Transportation Security Administrative Office (TSA), located at GPF Building, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Drive official vehicle sedan in transporting personnel in support the office functions from various locations throughout the Bangkok and surrounding areas.

QUALIFICATIONS REQUIRED:

NOTES: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.*

- (1) Completion of Primary School (Prathom Suksa 6);
- (2) Three years' experience as a professional chauffeur;
- (3) Level II (Limited Knowledge) speaking, reading, writing and understanding of English and Thai;
- (4) Must be familiar with the Bangkok road system, local traffic laws and regulations, traffic pattern including location of Thai government offices and offices of aviation related entities (e.g. Airports of Thailand and International Civil Aviation Organization);
- (5) Basic knowledge of vehicle minor repair and maintenance is required;
- (6) Must have a valid Thai driver's license.

PLEASE ATTACH A COPY OF TRANSCRIPT AND A VALID THAI DRIVER'S LICENSE.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: September 20, 2012

FSN# 2012/78
Political Specialist

OPEN TO: All Interested Candidates

POSITION: Political Specialist, FSN-10; FP-5 (Step 5 thru 14)

OPENING DATE: August 31, 2012

CLOSING DATE: September 13, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14)

Ordinarily Resident (OR): FSN-10, THB 760,852 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Political Specialist in its Political Office located 120-122 Wireless Road, Lumpini, Pathumwan, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as the Political Sections' main security and military affairs specialist. Responsible for monitoring and analyzing all aspects of development of military, armed forces, police and security-related agencies. Performs duties through both access to Thai officials and other contacts, and through personal substantive knowledge of Thailand security issues. Reporting and analysis to be used by senior Embassy personnel including the Ambassador, Deputy Chief of Mission, and various section/agency representatives. Also conducts end-use verification for controlled exports, human rights vetting, and researching and analyzing U.S.-Thailand's bilateral and multilateral issues.

QUALIFICATIONS REQUIRED:

***NOTES:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.*

- (1) Bachelor of Social Science;
- (2) Five years' experience in military and security issues and/or political monitoring and reporting;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

(4) Ability to interpret and analyze military and security development and its implications and to prepare factual and analytical reports in English;

(5) Must have extensive knowledge and understanding of Thai military, armed forces, police and security-related agencies, especially its structure, strategy and leadership.

PLEASE ATTACH A COPY OF TRANSCRIPT.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SUBMIT APPLICATION BY EMAIL TO:

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CLOSING DATE FOR THE POSITION: September 13, 2012

FSN# 2012/85 (T)
Motor Pool Supervisor

OPEN TO: All Interested Candidates

POSITION: Motor Pool Supervisor, FSN-5; FP-9 (Trainee)

OPENING DATE: August 31, 2012

CLOSING DATE: September 13, 2012

WORK HOURS: Full-time; 48 hours/week

SALARY:

Not Ordinarily Resident (NOR): FP-9 (Trainee)

Ordinarily Resident (OR): FSN-5, THB 388,963 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Motor Pool Supervisor in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Oversees all aspects of motor pool management including scheduling of staff/vehicles (e.g. preparing duty and shift rosters), assigning and/or coordinating transportation to support the main office. Responsible to oversee, analyze and to maintain the record of vehicle and fuel used, makes recommendations for vehicle replacement and keeps the vehicles in good condition.

QUALIFICATIONS REQUIRED:

NOTES: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Completion of high vocational education;
- (2) Two years experience in dispatching and fleet management, or transportation administration, or logistics management;
- (3) Level III (Good Working Knowledge) speaking/reading/writing of both written and spoken English and Thai (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);

(4) Basic automotive knowledge is required;

(5) General knowledge of personal computers and inherent associated software such as word processing, spreadsheets, e-mail and using the internet.

PLEASE ATTACH A COPY OF TRANSCRIPT AND A VALID THAI DRIVER'S LICENSE.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SUBMIT APPLICATION BY EMAIL TO:

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CLOSING DATE FOR THE POSITION: September 13, 2012

FSN# 2012/85

Motor Pool Supervisor

OPEN TO: All Interested Candidates

POSITION: Motor Pool Supervisor, FSN-6; FP-8

OPENING DATE: August 31, 2012

CLOSING DATE: September 13, 2012

WORK HOURS: Full-time; 48 hours/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6, THB 435,247 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Motor Pool Supervisor in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Oversees all aspects of motor pool management including scheduling of staff/vehicles (e.g. preparing duty and shift rosters), assigning and/or coordinating transportation to support the main office. Responsible to oversee, analyze and to maintain the record of vehicle and fuel used, makes recommendations for vehicle replacement and keeps the vehicles in good condition.

QUALIFICATIONS REQUIRED:

NOTES: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of high vocational education;

(2) Two years experience in dispatching and fleet management, or transportation administration, or logistics management with at least one year of previous experience in supervisory level;

(3) Level III (Good Working Knowledge) speaking/reading/writing of both written and spoken English and Thai (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);

(4) Basic automotive knowledge is required;

(5) General knowledge of personal computers and inherent associated software such as word processing, spreadsheets, e-mail and using the internet.

PLEASE ATTACH A COPY OF TRANSCRIPT AND A VALID THAI DRIVER'S LICENSE.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: September 13, 2012

FSN# 2012/89
Program Manager

OPEN TO: All Interested Candidates

POSITION: Program Manager, FSN-11; FP-4

OPENING DATE: September 7, 2012

CLOSING DATE: September 20, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Not Ordinarily Resident (NOR): FP-4

Ordinarily Resident (OR): FSN-11, THB 1,179,069 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Manager in its Regional Employee Development Center (REDC) located at the Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve at the Post Language Program Manager in the Regional Employee Development Center (REDC), which reports to the Director of REDC. Responsible for formulating and implementing plans that can meet the training needs, primarily language needs, of American and the locally employed staff Mission-wide for State and non-State agencies. The main responsibilities are schedule language trainers to conduct the appropriate training, coordinate with FSI to schedule Thai language programs in Bangkok, to facilitate the logistics of language fields tests and coordinate with REDC and Mission-wide managers for coordinating English language programs. Duties also included establish and maintain accurate data base of available qualified trainers in Thailand, and manage agreements/contracts for language instructors, support administrative functions i.e preparing course announcement, receiving, screening, accepting, and notifying participants if the course enrollment.

QUALIFICATIONS REQUIRED:

NOTES: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.*

(1) Bachelors Degree in Educational studies, Communications, Human Resource Management, or Business Management;

(2) Ten years of high level experience in training, education, communication or business administration, with at least three years in a senior manager level at a large diplomatic mission or international organization;

(3) Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

(4) Good knowledge of language development skills and career development at an organizational and regional level is required.

PLEASE ATTACH A COPY OF TRANSCRIPT.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: September 20, 2012

FSN# 2012/90 (T)
Human Resources Specialist (CBEP)

OPEN TO: All Interested Candidates

POSITION: Human Resources Specialist (CBEP), FSN-9; FP-5 (Step 1 thru 4) (Trainee)

OPENING DATE: August 31, 2012

CLOSING DATE: September 13, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-9, THB 640,463 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Specialist (CBEP) in its Regional Human Resources Office (RHR) office located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as the Advisor to the Supervisory Regional Human Resources Officer (S/RHRO- Section Chief), Human Resource Officers, and Post Management on the complexities of the local Thai labor law, BUPA health insurance contract (2nd largest insurant contract for all Mission Thailand), US Direct Hire benefits, and most importantly, Mission Thailand's local compensation scheme (including the local compensation plan (LCP), employment handbook, and employment practices that are based in law and or prevailing practices). This position is responsible for introducing the concept of an Employee Value Proposition (EVP). This will serve as the platform for communicating our compensation and benefits scheme.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Human Resources, Social Sciences, Management, Law, Political Sciences, Business administration, Psychology or Arts;
- (2) Five years of progressively responsible experience in a managerial role of Human Resources Management and/or Administration program for international organization;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

(4) Through knowledge of the USG's HRM regulatory principles, policies, concepts, practices and techniques, prevailing employment practice in Thailand, a thorough understanding of labor laws and Post's Health Insurance Policies. Must keep abreast of the development of the labor laws, market and economic and investment trends of the countries;

(5) Must have a good knowledge and skills in designing spreadsheets and arithmetic in order to record and analyze data relating to employee cost information and trends including excellent research and numerical skill in order to analyze metrics and reports;

(6) Must have excellent oral and written communication, counseling, organization and coordination skills as well as cross group collaboration in order to deal with personnel at all level of the U.S. Mission and outside organization.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: September 13, 2012

FSN# 2012/90

Human Resources Specialist (CBEP)

OPEN TO: All Interested Candidates

POSITION: Human Resources Specialist (CBEP), FSN-10; FP-5 (step 5 thru 14)

OPENING DATE: August 31, 2012

CLOSING DATE: September 13, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-10, THB 760,852 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Specialist (CBEP) in its Regional Human Resources Office (RHR) office located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as the Advisor to the Supervisory Regional Human Resources Officer (S/RHRO- Section Chief), Human Resource Officers, and Post Management on the complexities of the local Thai labor law, BUPA health insurance contract (2nd largest insurant contract for all Mission Thailand), US Direct Hire benefits, and most importantly, Mission Thailand's local compensation scheme (including the local compensation plan (LCP), employment handbook, and employment practices that are based in law and or prevailing practices). This position is responsible for introducing the concept of an Employee Value Proposition (EVP). This will serve as the platform for communicating our compensation and benefits scheme.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Human Resources, Social Sciences, Management, Law, Political Sciences, Business administration, Psychology or Arts;
- (2) Five years of progressively responsible experience in a managerial role of Human Resources Management and/or Administration program for international organization. Plus, one year of supervisory experience is required;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

(4) Through knowledge of the USG's HRM regulatory principles, policies, concepts, practices and techniques, prevailing employment practice in Thailand, a thorough understanding of labor laws and Post's Health Insurance Policies. Must keep abreast of the development of the labor laws, market and economic and investment trends of the countries;

(5) Must have a good knowledge and skills in designing spreadsheets and arithmetic in order to record and analyze data relating to employee cost information and trends including excellent research and numerical skill in order to analyze metrics and reports;

(6) Must have excellent oral and written communication, counseling, organization and coordination skills as well as cross group collaboration in order to deal with personnel at all level of the U.S. Mission and outside organization.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.**

CLOSING DATE FOR THE POSITION: September 13, 2012

FSN# 2012/91

Administrative Assistant (2 positions)

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant, FSN-7; FP-7

OPENING DATE: September 7, 2012

CLOSING DATE: September 20, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in its Regional Employee Development Center (REDC) located at the Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as Administrative Assistant reporting directly to the Program Director of Regional Employee Development Center (REDC). The primary function of the position is to assist Program Director in managing and administering the REDC Program by performing a variety of program administrative support functions.

QUALIFICATIONS REQUIRED:

***NOTES:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.*

- (1)** Two years of full-time post secondary study at college or university in Human Resources Management, Business Administration, Education, Training, or a related field in Social Science or Arts;
- (2)** Three years of experience in support and preparation of workshops, conferences or training event;
- (3)** Level III (Good working knowledge) speaking, reading, writing and understanding of English and Thai (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);

(4) Must demonstrate proficiency in using standard Microsoft Office software (MS Word, MS Excel, PowerPoint) graphics and other database management.

PLEASE ATTACH A COPY OF TRANSCRIPT.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: September 20, 2012

FSN# 2012/92 (T)
Warehouse Clerk

OPEN TO: All Interested Candidates

POSITION: Warehouse Clerk, FSN-3; FP-BB (Trainee)

OPENING DATE: September 7, 2012

CLOSING DATE: September 20, 2012

WORK HOURS: Full-time; 44 hours/week

SALARY:

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-3, THB 241,525 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in its Area Telecommunications Office–Asia (ATO-Asia), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for providing all areas of support to American Area Telecommunications Office (ATO/ASIA) employees located at both Rajdamri and the NOB compounds. The job holder will team up with ATO/RTC LES counterpart when joint activities are required, which equates to supporting another office. In addition, the job holder is responsible for handling multiple tasking in areas of procuring, visa, expediting, chauffeuring, as well as the servicing as a specialist, the job holder serves as an expert in all facets of the ATO-Warehouse duties to include stock pulls, nomenclature and identifying stock items, use of inventory database, warehouse replenishment procurements, inventories, shipping/receiving of stock, use of forklifts/warehouse equipments, support flights, building of crates, and local procurements i.e. locating and using local vendors to procure materials needed for ATO/Asia projects. Work schedule involves extended hours (early or late work), on weekends or on holidays. Be on call 24 hours a day, 7 days a week.

QUALIFICATIONS REQUIRED:

NOTES: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

- (1) Completion of Secondary School (Mathayom 6);
- (2) Level II (Limited Knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered) and Thai;
- (3) Must possess a valid Thai driver's license for passenger vehicle and be familiar with the Bangkok road system, outlying areas to include consulate in Chiang Mai; selected individual will be required to obtain a forklift and heavy truck license within one year;
- (4) Ability to operate various types of motor vehicles (sedans, trucks, vans, motorcycles, forklifts);
- (5) Ability to operate various hand tools, power equipment, instruments and computer;

PLEASE ATTACH A COPY OF TRANSCRIPT AND A VALID THAI DRIVER'S LICENSE.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: September 20, 2012

FSN# 2012/92
Warehouse Clerk

OPEN TO: All Interested Candidates

POSITION: Warehouse Clerk, FSN-4; FP-AA

OPENING DATE: September 7, 2012

CLOSING DATE: September 20, 2012

WORK HOURS: Full-time; 44 hours/week

SALARY:

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4, THB 276, 155 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in its Area Telecommunications Office–Asia (ATO-Asia), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for providing all areas of support to American Area Telecommunications Office (ATO/ASIA) employees located at both Rajdamri and the NOB compounds. The job holder will team up with ATO/RTC LES counterpart when joint activities are required, which equates to supporting another office. In addition, the job holder is responsible for handling multiple tasking in areas of procuring, visa, expediting, chauffeuring, as well as the servicing as a specialist, the job holder serves as an expert in all facets of the ATO-Warehouse duties to include stock pulls, nomenclature and identifying stock items, use of inventory database, warehouse replenishment procurements, inventories, shipping/receiving of stock, use of forklifts/warehouse equipments, support flights, building of crates, and local procurements i.e. locating and using local vendors to procure materials needed for ATO/Asia projects. Work schedule involves extended hours (early or late work), on weekends or on holidays. Be on call 24 hours a day, 7 days a week.

QUALIFICATIONS REQUIRED:

NOTES: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.*

- (1) Completion of Secondary School (Mathayom 6);
- (2) One year experience in warehouse clerk, inventory management;
- (3) Level II (Limited Knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered) and Thai;
- (4) Must possess a valid Thai driver's license for passenger vehicle and be familiar with the Bangkok road system, outlying areas to include consulate in Chiang Mai; selected individual will be required to obtain a forklift and heavy truck license within one year;
- (5) Ability to operate various types of motor vehicles (sedans, trucks, vans, motorcycles, forklifts);
- (6) Ability to operate various hand tools, power equipment, instruments and computer;

PLEASE ATTACH A COPY OF TRANSCRIPT AND A VALID THAI DRIVER'S LICENSE.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: September 20, 2012

Employment Opportunities (USAID) Thai Citizens

IN ADDITION TO THE ELIGIBILITY AND QUALIFICATION REQUIREMENTS FOR EACH POSITION IN THIS SECTION, THE FOLLOWING ARE ALSO SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY:

Interested candidates must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174):
[Job Opportunities - U.S. Embassy Bangkok, Thailand](#)
2. Thai candidates applying for jobs at the U.S. Mission to Thailand **are required** to include a copy of their valid official Test of English for International Communication (TOEIC) scores (standard listening and reading test) with their application.
3. Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position.

The U.S. Mission in Bangkok provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief

FSN# 2012/01 (T)

A.I.D. Project Management Specialist (Malaria)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: A.I.D. Project Management Specialist (Malaria), FSN-11 (Trainee)

OPENING DATE: March 16, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-11, THB 1,179,069 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Project Management Specialist (Malaria) in the U.S. Agency for International Development (USAID)/ Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Malaria Specialist supports the President's Malaria Initiative (PMI) program in planning, management, implementation, policy and monitoring and evaluation. S/he provides technical guidance and leadership in collaborating with the USG team and technical working groups. S/he also serves as a Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR) for several malaria programs, and provides management and technical guidance to implementing partners. S/he assists in developing a monitoring and evaluation plan for PMI activities by reviewing partner's quarterly reports, tracking partner performance data, conducting site visits, and monitoring activities undertaken by implementing partners.

QUALIFICATIONS REQUIRED:

- (1) Master's degree with a specialization in one of the following areas and knowledge of the others: Medicine, Public Health, Epidemiology, Social Sciences, Veterinary Sciences, Entomology, or Microbiology with familiarity in technical aspects of infectious diseases including Malaria;
- (2) A minimum of nine (9) years of professional experience managing and implementing public health program in developing countries with at least five years' experience in infectious diseases. The incumbent will also have experience in working with and advising senior officials, and managing programs without direct, on-site supervision;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai;
- (4) Must have comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions;

(5) Must have practical knowledge of health services and the international/national/local infectious diseases response;

(6) Able to plan, develop, manage and evaluate important and complex programs.

PLEASE ATTACH A COPY OF TRANSCRIPT.

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/01

A.I.D. Project Management Specialist (Malaria)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: A.I.D. Project Management Specialist (Malaria), FSN-12

OPENING DATE: March 16, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-12

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Project Management Specialist (Malaria) in the U.S. Agency for International Development (USAID)/ Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Malaria Specialist supports the President's Malaria Initiative (PMI) program in planning, management, implementation, policy and monitoring and evaluation. S/he provides technical guidance and leadership in collaborating with the USG team and technical working groups. S/he also serves as a Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR) for several malaria programs, and provides management and technical guidance to implementing partners. S/he assists in developing a monitoring and evaluation plan for PMI activities by reviewing partner's quarterly reports, tracking partner performance data, conducting site visits, and monitoring activities undertaken by implementing partners.

QUALIFICATIONS REQUIRED:

- (1) Master's degree with a specialization in one of the following areas and knowledge of the others: Medicine, Public Health, Epidemiology, Social Sciences, Veterinary Sciences, Entomology, or Microbiology with familiarity in technical aspects of infectious diseases including Malaria;
- (2) A minimum of ten (10) years of professional experience managing and implementing public health program in developing countries with at least five years' experience in infectious diseases. The incumbent will also have experience in working with and advising senior officials, and managing programs without direct, on-site supervision;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai;
- (4) Must have comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions;

(5) Must have practical knowledge of health services and the international/national/local infectious diseases response;

(6) Able to plan, develop, manage and evaluate important and complex programs.

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/88 (T)

Accounting Technician (2 positions)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Accounting Technician, FSN-7 (Trainee)

OPENING DATE: August 31, 2012

CLOSING DATE: September 27, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Accounting Technician in its the U.S. Agency for International Development/Office of Financial Management (OFM), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Performs the full range of professional accounting duties in planning, designing, analyzing, evaluating and coordinating assigned accounting functions, including reviewing and posting of operating expense (OE) and project funded documents; reconciliation of daily accounting transactions; and maintaining OE and program/activity files.

QUALIFICATIONS REQUIRED:

- (1)** Bachelor's degree in Accounting, Financial Management, Business Administration or other related field with at least 12 credit hours (4 courses) in accounting or finance is required;
- (2)** Two years experience in accounts maintenance, bookkeeping or a closely related accounting work;
- (3)** Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4)** Ability to analyze a variety of accounting documents and determine appropriate types of entries and adjustment.

PLEASE ATTACH A COPY OF TRANSCRIPT.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: September 27, 2012

FSN# 2012/88

Accounting Technician (2 positions)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Accounting Technician, FSN-8

OPENING DATE: August 31, 2012

CLOSING DATE: September 27, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-8, THB 570,907 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Accounting Technician in its the U.S. Agency for International Development/Office of Financial Management (OFM), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Performs the full range of professional accounting duties in planning, designing, analyzing, evaluating and coordinating assigned accounting functions, including reviewing and posting of operating expense (OE) and project funded documents; reconciliation of daily accounting transactions; and maintaining OE and program/activity files.

QUALIFICATIONS REQUIRED:

- (1)** Bachelor's degree in Accounting, Financial Management, Business Administration or other related field with at least 12 credit hours (4 courses) in accounting or finance is required;
- (2)** Three years experience in accounts maintenance, bookkeeping or a closely related accounting work;
- (3)** Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4)** Ability to analyze a variety of accounting documents and determine appropriate types of entries and adjustment.

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CLOSING DATE FOR THE POSITION: September 27, 2012
